



CHIEF MEDICAL OFFICER (Correctional Facility)

FUNCTION OF POSITION

Under general direction, from the Headquarters Regional Administrator, a Chief Medical Officer (CMO), Correctional Facility (CF), plans, organizes, and directs the medical psychiatric, dental and clinical services in the care and treatment of individuals housed in a State correctional facility; performs medical and surgical work; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; and does other related work. Typical tasks performed by a CMO include: planning and assigning work, giving instructions, and passing upon difficult medical problems in directing the staff engaged in treating and caring for inmate patients; directing and assisting with medical psychiatric, and clinical work of the institution; supervising admissions, assigning cases to physicians, checking case histories and progress, and selecting patients for discharge from inpatient settings; directing transfer of patients between institutions and outside medical facilities; examining, diagnosing, prescribing, and administering treatment to inmates; performing major or minor surgery and supervising the postoperative care of patients; making rounds, checking reports and charts, and diagnosing cases and prescribing medical and surgical treatment; directing the clinical and pathological work and ordering examinations and analyses, x-rays, dental work, special diets, and medications; conducting staff conferences and instructing staff in modern techniques and methods; outlining instructions for nurses and attendants in the care of patients; conferring with institution administrators on work plans and establishing improved methods, forms, and procedures; requisitioning food for hospital diets, drugs, medications, and medical supplies and equipment; supervising the keeping of records and special case histories; and preparing reports and dictating correspondence.

MINIMUM QUALIFICATIONS

Applicants must possess the legal requirements for the practice of medicine in California as determined by the Medical board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.)

And

Either I

Two years of experience performing the duties of a Physician and Surgeon or Staff Psychiatrist in a California state correctional facility.

Or II

Four years of experience in the practice of medicine, including one year's practice in a hospital or correctional institution.

Note: Qualifying experience may be combines on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I "or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience.

DESIRABLE QUALIFICATIONS

Applicants must hold a valid California medical license. Board certification must be made by the American Medical Specialty Board of the American Osteopathic Board in either Family Practice or Internal Medicine.

The Department is now accepting applications from H-1B Visa holders.

APPLICATION INFORMATION

The Department application consists of four documents listed below. Additional information may be submitted but is not required. All forms must be completely filled out. Incomplete forms will be returned. Properly completed documents should be sent to the California Department of Corrections, Office of Selection and Standards, Certification and Procedures Unit, 2201 Broadway, Sacramento, CA 95818. Should you have any questions, contact a Health Professions Recruiter at (888) 232-4584, by fax at (916) 227-4646 or by e-mail at Health.Recruit@corr.ca.gov.

1. Standard State Application (STD. 678)
2. Conditions of Employment - 631

CONTINUED ON REVERSE

www.corr.ca.gov

888-232-4584 Toll Free --- 916-227-4646 FAX

Rev. 6/01/05

Chief Medical Officer (CF) Continued

3. Recruitment Publicity Questionnaire
4. Supplemental Medical Application – Examination Document (CDC Form SMA)

SALARY RANGES

Range A \$10,201 – \$11,530

Range B \$10,697 - \$11,692

All correctional institutions may authorize a **“Hiring Above the Minimum”** (HAM) salary differential. Extraordinary qualifications, experience and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a HAM salary differential is applicable.

BENEFITS

- Deferred Compensation Plans (Savings Pool, 401k and 457 plans)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (management discretion)
- Pre-tax parking (where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance Program (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- \$200 Recruitment Bonus will be paid monthly for all locations (except Centinela State Prison, Calipatria State Prison, Corcoran State Prison and Pelican Bay State Prison)
- \$2,400 annual Recruitment Bonus (limited to Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison and Centinela State Prison at the completion of every 12 months of full-time employment)
- \$400 Recruitment Bonus will be paid monthly at Centinela State Prison and Calipatria State Prison
- \$1,300 Recruitment Bonus will be paid monthly at Pelican Bay State Prison
- \$1,250 Recruitment Bonus will be paid monthly at Corcoran State Prison and California Substance Abuse Treatment Facility.
- Eleven (11) hours per month allowed for Annual Leave Credits (increases to 14 hours after 37 months of full-time employment)
- Medical License renewal fee reimbursement (actual cost)
- California Public Employees’ Safety Retirement System (exempt from paying into Federal Social Security System)
- Paid Continuing Medical Education

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*The compensation listed in this handout may be changed as a result of legislation, revision to the Bargaining Unit 16 Memorandum of Understanding (MOU), or other State action. Should there be a conflict between this document and changes in the requirements of law, State policy, or Unit 16 MOU, the latter will control.